Training manager name:			
Date of evaluation:			
Trainee Name (print):			
Self-Evaluation			
(to be completed by trainee)			
Legend: Competent: Able to perform the job correctly without assistance Not competent: Trained but cannot do the job correctly without assistance Minimal or no exposure: Needs training to become competent I am able to complete the following jobs to the level of competence marked below:	Competent	Not competent	Minimal or no exposure
Merchandising			
Assist Customers with product knowledge.	a	p	
Evaluate department merchandising.	٥	o	
Coordinate implementation of the weekly Merchandise Notes.		О	
Ensure compliance with divisional signing standards.	۵	۵	a a
Set, sign, and audit ads.	0	٥	0
Build department displays.	a	a	۵
Create fashion presentations that adhere to divisional standards.	0	a	0
Determine the level to which the department reflects current market trends in your area.	۵	0	a
Implement a seasonal merchandising plan or a sales event.	۵	٥	۵
Critique seasonal displays to ensure compliance with seasonal plans.	۵	0	٥
Monitor compliance with the current planogram.	a	0	0
Audit the Out-of-Stock Adjustment Control Log.		0	a
Merchandise the Accessories section.	۵	0	0
Merchandise the Junior's and Young Men's sections.	۵	o o	
Comments:			

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Self-Evaluation			
(to be completed by trainee)			
Legend:	T	1	T
 Competent: Able to perform the job correctly without assistance Not competent: Trained but cannot do the job correctly without assistance Minimal or no exposure: Needs training to become competent I am able to complete the following jobs to the level of competence marked below: 	Competent	Not competent	Minimal or no exposure
Merchandise Movement & Inventory Control			
Use MAGIC to ensure accurate inventories.	T _a		Ta
Complete and follow up on Cosmetics orders.		a	
Follow an ALE shipment through the receiving process, into the stockroom, and out to the sales floor.		0	0
Monitor and follow up on the Vendor Log.	a	0	0
Monitor and manage inventory levels.	o	0	a
Assist in the inventory process.	0		a
Operations		1	
Write and follow up on daily tours.	T _a	Ta	To
Process physical and electronic mail.	 -		
Audit, correct, and file daily and weekly time and attendance reports.	۵		0
Order supplies.	0	-	<u> </u>
Ensure compliance with housekeeping, maintenance, and safety standards.			0
Audit the cashier proficiency reports.	0		
Communicate an understanding of CSR, Wage & Hour, Weekly Sales, and Scan Sales reports.	0	0	0
Comments:			

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Trainee Name (print):			
Self-Evaluation			
(to be completed by trainee)			
Legend: • Competent: Able to perform the job correctly without assistance • Not competent: Trained but cannot do the job correctly without assistance • Minimal or no exposure: Needs training to become competent I am able to complete the following jobs to the level of competence marked below:	Competent	Not competent	Minimal or no exposure
Price Control			
Complete price changes.	Ta	Ta	0
Audit and take appropriate action on scan audits.	a		0
Assess price integrity.			a
Employee Development			<u></u>
Complete an employee performance appraisal.	a	0	a
Prepare for an interview.	0	0	
Assist a new employee with his or her benefits paperwork.	a	а	۵
Describe the profit sharing and employee stock purchase plans.	0	О	0
Comments:			
Management Skills			
		T	
Monitor and maximize sales.			0
Monitor and maximize sales. Communicate effectively.	0		0
		H^{-}	
Communicate effectively.	0	<u> </u>	0

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Trainee Name (print):			
Self-Evaluation		-	
(to be completed by trainee)			
		T .	
Legend: * Competent: Able to perform the job correctly without assistance * Not competent: Trained but cannot do the job correctly without assistance * Minimal or no exposure: Needs training to become competent I am able to complete the following jobs to the level of competence	Competent	Not competent	Minimal or no exposure
marked below:	<u>ජ</u>	ž	ΣΞ
Management Skills (cont'd)	****		
Effectively resolve employee conflicts.	0	a	a l
Resolve problems.		a	O.
Effectively manage change.		0	0
Evaluation			
Pass the two-part final exam by demonstrating general knowledge and skills of the ALE Relief Assistant job.	0	a	a
Part 1: Pass the written exam.		a	٥
	0	۵	a
Part 2: Open the department competently.			
Part 2: Open the department competently. Evaluate your competence as an ALE Relief Assistant.	0	0	0

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Training manager name:		_	
Date of evaluation:	·		
Trainee Name (print):		_	
Performance Evaluation			
(to be completed by training manager)			
Legend: Competent: Able to perform the job correctly without assistance Not competent: Trained but cannot do the job correctly without assistance Minimal or no exposure: Needs training to become competent Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:	Competent	Not competent	Minimal or no exposure
Merchandising	<u> </u>		
Assist Customers with product knowledge.	Ta		
Evaluate department merchandising.			
Coordinate implementation of the weekly Merchandise Notes.			
Ensure compliance with divisional signing standards.			
Set, sign, and audit ads.			٥
Build department displays.	0		۵
Create fashion presentations that adhere to divisional standards.	0		
Determine the level to which the department reflects current market trends in your area.	۵		۵
Implement a seasonal merchandising plan or a sales event.	۵		۵
Critique seasonal displays to ensure compliance with seasonal plans.	0	٥	0
Monitor compliance with the current planogram.	۵	٥	
Audit the Out-of-Stock Adjustment Control Log.	٥		0
Merchandise the Accessories section.	٥	٥	
Merchandise the Junior's and Young Men's sections.	0	0	0
Comments:			

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Trainee Name (print):			
Performance Evaluation			
(to be completed by training manager)			
Legend: **Description: Competent: Able to perform the job correctly without assistance **Not competent: Trained but cannot do the job correctly without assistance **Minimal or no exposure: Needs training to become competent Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below:	Competent	Not competent	Minimal or no exposure
Merchandise Movement & Inventory Control			
Use MAGIC to ensure accurate inventories.	a	۵	۵
Complete and follow up on Cosmetics orders.	۵	۵	۵
Follow an ALE shipment through the receiving process, into the stockroom, and out to the sales floor.	٥	0	a
Monitor and follow up on the Vendor Log.	٥	٥	٥
Monitor and manage inventory levels.	٥	۵	۵
Assist in the inventory process.	٥	۵	۵
Comments:			
Operations			
Write and follow up on daily tours.	a	a	
Process physical and electronic mail.	o o	0	0
Audit, correct, and file daily and weekly time and attendance reports.	O.	0	0
Order supplies.	۵	0	0
Ensure compliance with housekeeping, maintenance, and safety standards.	0	a	٥
Audit the cashier proficiency reports.	۵	a a	0
Communicate an understanding of CSR, Wage & Hour, Weekly Sales, and Scan Sales reports.	0		0
Comments:			

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Trainee Name (print): **Performance Evaluation** (to be completed by training manager) Legend: Competent: Able to perform the job correctly without assistance Not competent: Trained but cannot do the job correctly without Not competent Minimal or no exposure assistance Competent Minimal or no exposure: Needs training to become competent Upon observing the trainee, I believe that the trainee's performance of each requirement rates as marked below: Price Control Complete price changes. Audit and take appropriate action on scan audits. Assess price integrity. Comments: Employee Development Complete an employee performance appraisal. Prepare for an interview. Assist a new employee with his or her benefits paperwork. Describe the profit sharing and employee stock purchase plans. Comments: Management Skills Monitor and maximize sales. Communicate effectively. Motivate and involve employees. Delegate work and follow up to ensure accurate and timely completion. Coach employees for increased performance.

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Trainee Name (print):				
	formance Evaluation be completed by training manager)			
 Not competent: Trained assistance Minimal or no exposure 	rform the job correctly without assistance d but cannot do the job correctly without e: Needs training to become competent believe that the trainee's performance of irked below:	Competent	Not competent	Minimal or no exposure
Management Skills (co	ont'd)			
Effectively resolve employee co	nflicts.		0	a
Resolve problems.		a	a	a
Effectively manage change.		a		
Comments				***************************************
Evaluation				
Pass the two-part final exam by of the ALE Relief Assistant job.	demonstrating general knowledge and skills	0	0	a
Part 1: Pass the written exam.		a	۵	۵
Part 2: Open the department competently.		a	0	a
Evaluate your competence as a	n ALE Relief Assistant.			0
Comments:				
A	pproved by			
Tra	aining Manager's Signature			
Sto	ore Director's Signature			
Re	gional Sales Supervisor's Signature			
Da	te			

Price Control

Employee Development

Management Skills

Evaluation

Next Steps



CHAPTER 9 NEXT STEPS

By completing relief assistant training, you have taken an important step in your career. The next step is to assume the position assigned to you by your regional supervisor and begin applying for posted relief assistant openings.

Here are some things you should do to make your transition into your new position — and the rest of your career — as smooth as possible:

- ☐ Contact your new manager to discuss your role in the department. If possible, arrange to have a face-to-face meeting before you report to work.
- Follow up with your new manager to make sure you get all the appropriate passwords and keys you will need to do your job.
- Follow up with your new store director to make sure your transfer paperwork has been completed (so you paycheck is correct and undelayed).
- Begin looking at job postings on the job board or on OV. Make it a habit to stay informed about upcoming positions.
- ☐ Talk with your regional supervisor to discuss possible future openings and opportunities.

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